

# Legal Assistant

## Task Statements

1	Organize and review hearing/trial documents such as pleadings, exhibits, trial binders, depositions, discovery, evidence per departmental attorneys instructions using databases, computer and hard copy filing systems.
2	Retrieve electronic and paper copies of case files from program areas, courts, and governmental agencies at the request of attorneys using online case file systems, record retrieval services, and through direct requests.
3	Coordinate and schedule witnesses for depositions, interviews, and other court-related proceedings using email, standard mail, phone correspondence, and calendaring systems at the request of departmental attorneys.
4	Prepare pleadings, exhibits, trial binders, depositions, discovery, evidence for use at hearings and trials using electronic databases and legal software under the direction of attorneys.
5	Conduct routine legal and factual research using manual and electronic resources such as LEXIS or WestLaw to locate relevant information as determined by the attorneys.
6	Review documents (e.g., court decisions, rulings, legislative bills) to identify relevant information and cite as references for case support under direction of departmental attorneys.
7	Review and analyze documents received from responding parties and provide findings to departmental attorneys.
8	Analyze service of process documents received/accepted on behalf of governmental agencies to determine validity and distribute accordingly.
9	Conduct case related searches in departmental databases and electronic resources to locate requested information and provide summary of findings to attorneys.
10	Review legal documents to determine compliance with statutes, regulations, local rules, department policies, and other reference materials under direction of departmental attorneys.
11	Calculate statute of limitations, input calendaring, and track litigation using legal databases (e.g., Prolaw, Legal Files, Abacus) to meet deadlines under direction of departmental attorneys.
12	Develop methods, systems, and tracking tools to collect and organize information using databases and filing systems using departmental policies and procedures.
13	Maintain and organize electronic and paper copy case files to ensure relevant documents are included pursuant to departmental policy and procedure.
14	Review final work products to determine completeness and accuracy prior to submission under the direction of departmental attorneys.

15	Prepare drafts of pleadings, declarations, correspondence, memoranda, fact sheets, and reports using word processing software, templates, and file forms for review by departmental attorneys.
16	Prepare proofs of service indicating type of service performed on parties using standard mail, electronic mail, facsimile, overnight mail, and personal service in compliance with state and federal statutes.
17	Prepare exhibits with pictures, charts, and graphs using spreadsheet and database software in support of case development at the direction of departmental attorneys.
18	Proofread all work products to check for spelling, grammar, and punctuation as well as content accuracy using a computer and various software.
19	Prepare memoranda summarizing results of document reviews, legal research, and factual/legal issues identified to assist attorneys in litigating cases.
20	Cite-check and Shepardize filings to ensure all citations are appropriate and comprehensive under the direction of departmental attorneys.
21	Review and analyze documents and redact confidential or privileged information using Adobe Pro.
22	Communicate with other governmental agencies to obtain policies and procedures used for general information as it relates to specific cases or projects.
23	Communicate with client, opposing counsel's office, state courts, federal courts, and departmental agencies on topics such as hearing notices, court filings, facsimile filing, and court calls using standard office equipment.
24	Attend hearings, trials, depositions, and settlement/negotiation meetings to assist the attorney with case material and note-taking using litigation software, word processing software, presentation software and equipment.
25	Prepare indices of files summarizing the location and content of various files such as descriptions, case numbers, and dates to provide a summary of evidence and/or quick reference for attorneys.
26	Prepare case files for opening and closing using internal administrative procedures and databases at the direction of departmental attorneys.
27	Track information requests from internal/external parties (e.g., respondents, defendants, third party members) using databases, paper files, and calendaring software, listing all request dates and deadlines, detailing what data has been received in response to requests, and following through with unfulfilled or inaccurate responses.
28	Prepare, organize, and maintain legal documents (e.g., affidavits, legal correspondence) in paper or electronic filing system.
29	Prepare pleadings to file with appropriate courts or hearing offices in compliance with state and federal rules using departmental procedures under the direction of departmental attorneys.

30	Maintain tracking systems using spreadsheet and database software to track files in proceedings and cases to maintain a detailed log of information.
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